



**Australian Government**

# **RIICWM505D Prepare civil works schedule of rates**

**Release: 2**

## RIICWM505D Prepare civil works schedule of rates

### Modification History

| Release | Comment                                                                                                                                                                                                                                                                                                         |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | This unit replaces RIICWM505A Prepare civil works schedule of rates                                                                                                                                                                                                                                             |
| 2       | Required frequency and volume of evidence amended in Performance evidence.<br>Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm. |

### Application

This unit describes a participant's skills and knowledge required to prepare a civil works schedule of rates in Civil construction.

This unit is appropriate for those working in supervisory roles or as a technical specialist.

No licensing or certification requirements apply to this unit at the time of publication.

### Unit Sector

Civil construction

### Elements and Performance Criteria

|                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Plan to prepare civil works schedule of rates                                 | <p>1.1 Access, interpret and apply civil works schedule of rates documentation and ensure the work activity is compliant</p> <p>1.2 Obtain, read, interpret, clarify and confirm work requirements</p> <p>1.3 Identify and list the types of on-site labour that may be employed in the areas of civil works to be undertaken Identify and list the types of materials that may be required</p> <p>1.4 Identify and list the types of on-site sub-contractor services that may be employed</p> <p>1.5 Gain agreement on the lists of on-site labour, materials, and on-site sub-contractors services that may be employed or required</p> |
| 2. Prepare and document the details of the materials and sub-contractor services | <p>2.1 Develop and document the details and specifications of the listed materials</p> <p>2.2 Develop and document the details of the listed sub-contractor</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

|                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| requirements                                                                                   | <p>services</p> <p>2.3 Gain agreement on the details and specifications of the materials, and on-site sub-contractors services</p>                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 3. Invite quotations from materials suppliers and sub-contract service providers               | <p>3.1 Prepare invitations to quote on supply of materials and sub-contractor services</p> <p>3.2 Gain approval of invitations to quote</p> <p>3.3 Issue the invitation to quote for the supply of materials and sub-contractor services</p>                                                                                                                                                                                                                                                                                                                        |
| 4. Assess quotations and prepares schedules of rates for materials and sub-contractor services | <p>4.1 Assess submitted materials and sub-contractor services quotation documents against the details and specifications set out in the invitations to quote</p> <p>4.2 List the selected suppliers and use their quoted prices to calculate the scheduled rates for the listed materials and sub-contractor services</p> <p>4.3 Gain agreement on the schedules of rates for the listed materials and on-site sub-contractor services</p>                                                                                                                          |
| 5. Prepare the schedule of rates for on-site labour                                            | <p>5.1 Develop and document the factors to be applied to hourly labour costs in determining the schedule of rates of on-site labour</p> <p>5.2 Apply these factors to the hourly labour costs of the various types of on-site labour and determine the schedule of rates of on-site labour</p> <p>5.3 Gain approval of the on-site labour schedule of rates</p>                                                                                                                                                                                                     |
| 6. Support and review the application of and maintain the schedule of rates                    | <p>6.1 Provide clarification and advice to those applying the schedule of rates</p> <p>6.2 Complete and submit civil works schedule of rates</p> <p>6.3 Gain approval for the civil works schedule of rates</p> <p>6.4 Ensure filing of civil works schedule of rates</p> <p>6.5 Review the application of the schedule of rates and recommend improvements to of the civil works schedule of rates preparation processes</p> <p>6.6 Monitor costs of relevant labour, materials and sub-contractor services and maintain the currency of the schedules of rate</p> |

## Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit. Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

## Unit Mapping Information

RIICWM505A Prepare civil works schedule of rates

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272>

## Assessment Requirements for RIICWM505D Prepare civil works schedule of rates

### Modification History

| Release | Comment                                                                                                                                                                                                                                                                                                         |
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| 1       | This unit replaces RIICWM505A Prepare civil works schedule of rates                                                                                                                                                                                                                                             |
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### Performance Evidence

Evidence is required to be collected that demonstrates a candidate's competency in this unit. Evidence must be relevant to the roles within this sector's work operations and satisfy all of the requirements of the performance criteria of this unit and include evidence that the candidate:

- locates and applies relevant legislation, documentation, policies and procedures
- implements appropriate procedures and techniques for the safe, effective and efficient preparation of civil works schedule of rates, including accessing, interpreting and applying:
  - plans and drawings
  - specifications
  - materials and sub-contractor services quotation documents
  - computer based analysis and database technology
  - client feedback techniques
- works effectively with others to prepare civil works schedule of rates that meets all the required outcomes including:
  - providing clear and timely instruction and supervision using a range of communication techniques to those involved
  - preparing for and conducting briefings, toolbox and site meetings
  - maintaining clear and legible written records and the reporting systems
  - consulting with stakeholders
- demonstrates completion of preparing civil works schedule of rates that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including:
  - identification of the relevant information and scope of the work required
  - identification of viable options and selects civil works bill of quantities

- consultation with the clients (internal and external)
- consultation with others within the organisation
- consultation with relevant authorities
- conducting a risk assessment of the existing and potential hazards
- obtaining further site data including:
  - known and potential hazards, constraints and conditions
  - cultural and heritage data
  - geological data
  - geotechnical data
  - hydrological data
  - survey data
  - metrological data

## Knowledge Evidence

The candidate must demonstrate knowledge of the preparation of civil works schedule of rates through:

- accessing, interpreting and applying legislative, organisation and site requirements and procedures for:
  - risk assessment and management
  - statutory compliance
  - quality management
  - communication
  - labour, materials and sub-contractor services cost analysis techniques
  - schedule of rates review
  - documentation requirements
  - reporting
  - schedule of rates records filing
  - schedule of rates approval
- types of on-site labour employed in civil works
- types of materials used in civil works
- types of on-site sub-contractor services employed civil works
- and document details and specifications of civil works materials
- and document details of civil works sub-contractor services
- invitations to quote on supply of materials and sub-contractor services
- issuing invitations to quote for the supply of materials and sub-contractor services
- developing and document factors to be applied to hourly labour costs in determining the schedule of rates of on-site labour
- calculating unit rates for labour, materials and sub-contractor services
- providing clarification and advice
- monitoring costs of labour, materials and sub-contractor services

## Assessment Conditions

- An assessor of this unit must satisfy the requirements of the NVR/AQTF or their successors; and Industry regulations for certification and licensing; and,
- this unit must be assessed in the context of this sector's work environment; and,
- this unit must be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- assessment may be conducted in conjunction with the assessment of other Units of Competency; and,
- assessment must confirm consistent performance can be applied in a range of relevant workplace circumstances; and,
- assessors must demonstrate the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and through the minimum years of current\* work experience specified below in an Industry sector relevant to the outcomes of the unit; or,
- where the assessor does not meet experience requirements a co-assessment or partnership arrangement must exist between the qualified assessor and an Industry subject matter expert. The Industry subject matter expert should hold the unit being assessed (or an equivalent unit) and/or demonstrate equivalence of skills and knowledge at the unit level. An Industry technical expert must also demonstrate skills and knowledge from the minimum years of current work experience specified below in the Industry sector, including time spent in roles related to the unit being assessed; and,
- assessor and Industry subject matter expert requirements differ depending on the Australian Qualifications Framework Level (AQF) of the qualification being assessed and/or Industry Sector as follows:

| Industry sector                                                                            | AQF** Level                                                                                                                                                                                                                                                                                                                    | Required assessor or Industry subject matter expert experience |
|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Construction | 1                                                                                                                                                                                                                                                                                                                              | 1 Year                                                         |
|                                                                                            | 2                                                                                                                                                                                                                                                                                                                              | 2 Years                                                        |
| Drilling, Coal Mining and Extractive (Quarrying)                                           | 3-6                                                                                                                                                                                                                                                                                                                            | 3 Years                                                        |
| Metalliferous Mining and Civil Construction                                                | 3-6                                                                                                                                                                                                                                                                                                                            | 5 Years                                                        |
| Other sectors                                                                              | Where this Unit is being assessed outside of the Resources and Infrastructure Sectors assessor and/or Industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no Industry standard is specified should comply with any relevant regulation. |                                                                |

\*Assessors can demonstrate current work experience through employment within Industry in a role relevant to the outcomes of the Unit; or, for external assessors this can be demonstrated through exposure to Industry by conducting frequent site assessments across various locations.

\*\*Where a unit is being delivered outside of a Qualification the first numeric character in the Unit code should be considered to indicate the AQF level

## **Links**

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